

# **AECSA in Amman**

## **Vacancy Announcement**

The American Embassy Community Services Association (AECSA), located at the U.S. Embassy in Amman, Jordan, is seeking an individual for the following position:

**Accountant:** Full-time – Open to all interested candidates

Review monthly transactions and ensure they comply with relevant accounting standards. Resolve and correct problems and inconsistencies that exist in accounting records. Consult on all issues relevant to AECSA accounting and finances. Perform necessary reconciliations for bank and other accounts. Continuously review AECSA accounting system and suggest changes and improvements. Handle auditor relations and work on the resolution of audit findings. Educate AECSA staff on proper accounting procedures and financial record keeping. Process local Social Security forms and payments and ensure full compliance with Social Security laws. Prepare quarterly interim financial statements and other on-demand reports. Check all cash payments, receipts, and charges and post them as required. Audit AECSA's bills and prepare documentation for payment. Maintain General Ledger. Work closely with AECSA's accounting consultant as needed.

Requires a bachelor's degree in accounting, finance, business or a related field plus four years of progressively more responsible experience in accounting, finance, and funds management. Must have Level III English and Arabic language skills. Salary will be commensurate with experience. *Applicant must already reside in Jordan and have legal status to work in Jordan without requiring employer sponsorship.*

**Resume and cover letter should be submitted by e-mail to the AECSA General Manager at: [Gooden-HeltonJL@state.gov](mailto:Gooden-HeltonJL@state.gov) no later than Thursday, January 23<sup>rd</sup>. In the e-mail subject line, please list the title of the position being applying for.**